

Update Newsletter

2006
SPRING SUMMER
EDITION

In an effort to utilize today's technology, HOC is now providing the *Update* newsletter to individuals via the internet. If you wish to receive notice of the *Update* when placed on our web site, please send an e-mail to Kathy Fritts at: kfritts@kdhe.state.ks.us. The newsletter will be provided primarily in "bullet" style. Paper copies will be provided upon request.

Your comments on this newsletter are welcome; please e-mail Kathy Fritts at kfritts@kdhe.state.ks.us or you may e-mail Marla Rhoden, Director of Health Occupations Credentialing at mrhoden@kdhe.state.ks.us.

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CERTIFIED NURSE AIDE TRAINING PROGRAM REVISION

The certified nurse aide training program revision committee met Wednesday, March 29, 2006 to begin the revision of the training program. The group discussed the activities on the job analysis, developed scales for frequency and criticality values and assigned frequency and criticality values for many of the tasks. The members will individually complete assigning the values and send them to HOC for compilation. The group also discussed suggestions for changes to the training program. Minutes of the meeting are available upon request from Martha Ryan, project coordinator at (785) 296-0058 or mryan@kdhe.state.ks.us. Thank you to the committee for their focused effort in reviewing numerous materials in preparation for the meeting and participation during the meeting to begin the process of change.

The committee members and the associations/agencies/schools who nominated them are: Mary Anderson, MS, MT(ASCP)SBB, Wichita Area Technical College; Diane Glynn, JD, RN, Kansas State Board of Nursing; Kim Halbert, RN, BS, ACHA, Kansas Adult Care Executives; Matt Harman, CNA, CMA, HHA, RN/DON, Kansas Health Care Association; Ann Hess, RN, MS, PhD, Johnson County Community College; Carla Lehman, RN, BSN, ACHA, Kansas Association of Homes and Services for the Aging; Yolanda Ortega, CNA, CMA, HHA, Operator, Brewster Place; Isla Richards, RN, Kansas Advocates for Better Care; Vera VanBruggen, RN, BA, CDONA/LTC, Kansas Department on Aging; Myrna Bartel, RN, MA, consultant; and Martha Ryan, BS, MA, KDHE staff.

Thank you to the associations, agencies and schools for providing excellent committee members.

The committee and staff will continue to develop the blueprint and review the curriculum for the program as well as any recommendations for general program changes. Ms. Bartel will draft the curriculum and tests based on the blueprint approved by the committee.

*April Showers, bring
May flowers*



NUTRITION ASSISTANT TRAINING PROGRAM UPDATE

The nutrition assistant program was implemented November 4, 2005. Since that time, 12 schools and ten adult care homes have been approved as sponsors for the course. Seventeen courses have been approved. Thirty-six nutrition assistants have successfully completed the course and have been entered into HOC's database.

Thank you again to the committee for the careful development of the program.

If you would like to sponsor a course, please contact Dolores Staab at 785-296-6796

REASONABLE DAILY TIME LIMITS FOR COURSES

Health Occupations Credentialing would like to take this opportunity to remind the coordinators and instructors that class time for all aide courses, and for the Operator, Activities Director, Social Services Designee and Nutrition Assistant courses should be within reasonable limits. For certified nurse aide courses, the curriculum preface states that class time should be within reasonable limits: no more than eight hours per day of instruction with lunchtime and breaks provided. The time for lunch and breaks cannot be included as class or clinical time.

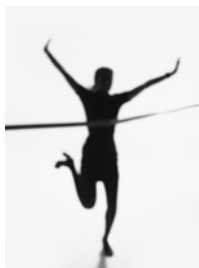
**HOC DIRECTOR COMPETES IN
100TH CAREER MARATHON**

Marla Rhoden, director of the KDHE Health Occupations Credentialing Unit, was one of 20,117 participants to compete in the 110th Boston Marathon held on April 17th, 2006.

Although Marla has been a participant for 15 years, this event was especially meaningful, marking her 100th career marathon. She finished the 26 mile run in 3 hours, 16 minutes and 15 seconds, taking first place in her division.

Marla returned to work this week, greeted by a proud, enthusiastic staff, a visit from Channel 13 news and flowers contained in a running shoe.

Congratulations Marla on this extraordinary achievement!



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CERTIFIED NURSE AIDE EMPLOYMENT ELIGIBILITY THROUGH EMPLOYMENT VERIFICATION

To work as a certified nurse aide in an adult care home, the nurse aide certificate must be in active status. If the certificate is not in active status, the certified nurse aide's name does not appear on the nurse aide registry.

CNAs are eligible for employment (in active status) for 24 months following the date the certificate is issued. To extend the eligibility period, the aide must be employed to perform nursing or nursing related tasks for at least eight hours during the 24-month period.

Employers are asked once a year to submit lists of aides who have worked at least eight hours during the preceding year. The department records the data for the names submitted, and those aides remain eligible to work for the two years following employment verification.

If a nurse aide has been employed to perform nursing or nursing related duties for at least eight hours within the previous 24-month period, but this information has not been received and noted on the aide's registry record, the aide's employer may submit the employment verification information online by employment verification submission form on the nurse aide registry at www.ksnurseaidregistry.org. After entering their Facility ID number, the employer is then directed to the employment verification form. After completing the form and selecting the Submit button, the aide's information is then updated.

If an employer cannot use the website, the aide should request the Employment Verification Form from HOC (785-296-1250 or 785-296-0060) or access it on the website, www.kdheks.gov/hoc. The aide would then ask the employer to verify employment on that form and send it to HOC.

It is not necessary that the employment was in an adult care home. The nurse aide must have been employed to perform nursing or nursing related duties for at least eight hours within the previous 24-month period. Employment may have been in a hospital or other medical setting. Employment may also have been with an individual. It is necessary, however, to ask the employer to verify employment as indicated on the Employment Verification Form.



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CERTIFIED MEDICATION AIDES

Health Occupations Credentialing regularly receives inquiries from medication aides who need to take an approved 10-hour continuing education course because their certification is due to expire. The medication aides may not understand that they can keep their certificate valid by completing the course **at any time** during the two-year certification period. We suggest that the aide look for a potential course at least six to 12 months ahead of the expiration date.

The expiration date of the certificate appears on the confirmation document on the Kansas Nurse Aide Registry, which may be accessed at www.ksnurseaidregistry.org. The expiration date also appears on the aide's pocket certificate card.

Continuing education programs may be sponsored by community colleges, vocational technical schools, adult care homes and associations. You may contact a sponsor to learn about approved upcoming 10-hour continuing education courses. You may also access the list of continuing education courses approved by the certifying agency, the Kansas Department of Health and Environment, Health Occupations Credentialing (HOC) on HOC's website, www.kdheks.gov/hoc (choose Health Care Personnel Resources, CMA Resources, CMA Update Courses), or call HOC (785-296-6796) for continuing education course information.

It is important that the aide plan ahead so that a course is available before the certificate expires. If the aide successfully completes the continuing education course within the preferred timeframe, **a new certificate will be mailed to him/her about two weeks before the expiration date of his/her current certificate.**

If the certificate expires, the aide may reinstate by taking an approved continuing education course within three years of the expiration date. The new certificate will be valid for two years from the date it is issued. To maintain a valid certificate, the aide must complete, at any time during those two years, a program of 10 hours of continuing education approved by HOC.

If the certificate has been expired for more than three years, the aide is required to retake the 75-hour medication aide course.

Because a continuing education course is often completed long before the new certificate is issued, it is important that the aide inform HOC of name and address changes as they occur. To report a change of address, the aide may call (785) 296-0060 or (785) 296-1250. For a name change, the aide must submit an HOC form (Request for new card or change name or address change). The form is available on the website, or, the aide may request it by calling either of the above listed numbers. The aide will be required to submit documentation of the name change, for example, a copy of the social security card with the new name, marriage license, or divorce decree, whichever applies. The new name will appear on the certificate when it is issued.

Health Occupations Credentialing

HEALTH OCCUPATIONS CREDENTIALING

Marla Rhoden, Director
Curtis State Office Building
1000 SW Jackson, Suite 200
Topeka KS 66612-1365

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Fax: 785-296-3075
Email: kfritts@kdhe.state.ks.us

UPDATE

POINTS TO PONDER

It is better to learn late - than never



Kansas Department of Health and Environment

Bureau of Child Care and Health Facilities

Health Occupations Credentialing

1000 SW Jackson, Suite 200

Topeka, Kansas 66612-1365

(785) 296-1240

Obtain HOC Revised
Forms on our
Website

www.kdheks.gov/hoc

| Assistance | Call |
|---|--|
| Not sure who to call... (Forms may be downloaded from Internet) | 785-296-1240 www.kdheks.gov/hoc |
| Licensing of speech-language pathologist, audiologist, dietitian, adult care home administrator. Verification of same licenses. Test for adult care home administrator. | Brenda Nesbitt 785-296-0061 |
| Health Occupations Credentialing Act | Steve Irwin 785-296-6647 |
| Aide training courses, sponsorship programs, course approvals and continuing education approval for licensees | Dolores Staab 785-296-6796 |
| Test scheduling for aides or challenging an aide test with higher education, related forms; employment verification and Task Checklist | Betty Domer 785-296-1250 |
| Medication aides and related forms | Sheila Seymour 785-296-0060 |
| Kansas Nurse Aide Registry, interstate or reciprocity for aides, instructor approvals, inquiries related to findings of abuse, neglect, exploitation | Kathy Fritts 785-296-6877 |
| Education policies | Martha Ryan 785-296-0058 |
| Administrator of criminal record check program | Melinda Reynard-Lindsay 785-296-8628 |
| Criminal record check program support, notice of prohibitions, | Sarita Everett 785-296-6958 |
| Open records request (Kansas Open Records Act) | Patricia Peterson 785-296-0583 |
| Ordering prepaid criminal record check forms, criminal record check support | Dana Derrick 785-296-0446 |
| Criminal record check program support | Jasmin Boyd 785-296-1226 |
| KANSAS NURSE AIDE REGISTRY WEBSITE ACCESS www.ksnurseaidregistry.org | |